

## Job Description for Science Technician

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### Objectives of the role:

- Undertake tasks as directed by the Senior Science Technician or any delegated person.
- Responsible for providing an effective technical and administrative support service for the Science Department at Kents Hill Park School.

### Principle responsibilities:

- **Working in the environment**
  - Set up and provide technical aids and equipment in the classroom and demonstrate safe and effective use of equipment and chemicals to teaching staff as required.
  - Operate ICT equipment and utilise software systems as required within the Science Department, specifically setting up and running computer interfacing, data logging and data capture equipment.
  - Ensure that Health and Safety legislation is adhered to, that operating procedures are monitored to ensure best practice and that personal protective equipment is used when appropriate.
  - Ensure that fume cupboard testing and recording is carried out and in the preparation of chemical reagents and microbiology equipment, ensure that COSHH risk assessments are carried out for procedures undertaken.
  - Undertake visual inspections and tests of equipment at a frequency specified by the Portable Appliance Testing (PAT) guidelines within the Science Department and in other school departments and ensure that an accurate record is kept of inspections and tests carried out and action taken or recommended
- **Working with people**
  - Liaise with Science teaching staff on a regular basis to ascertain technical support requirements and discuss with Science Subject Leader.
  - Initiate, build and maintain good working relationships with staff and pupils.
  - Working effectively as part of the whole school team, supporting other colleagues in their roles and participating in relevant training and professional development.
  - Ensure health and safety and good behaviour of pupils at all times.
  - Cover for absent colleagues.
  - Provide first aid to pupils, staff and visitors to the school as required.
  - Assist with the supervision of pupils out of lesson times for example, extra-curricular and during lunchtimes.
- **Working with resources**
  - Effectively service the Science laboratories by ensuring that equipment and chemicals required are properly stored, prepared and available in a safe and functional condition.
  - Ensure that chemicals are stored, used and disposed of safely and in accordance with COSHH and other relevant legislation.



- Maintain and repair Science equipment and apparatus and ensure Best Value is adhered to and that repairs are carried out internally or by utilising recognised external providers as required.
- Care for animals and plants.
- Check goods when delivered and security mark items.
- Manage the science inventory of resources and equipment.
- Provide administrative support as required.
- **Working with information**
  - During a teacher absence administer their work to a cover teacher.
  - Handle all enquiries relating to the department.
  - Assist as directed the records of expenditure of the Science budget.
  - Installation of software as required.

### **Person Specification:**

The successful candidate will be able to fulfil some, or all, of the following criteria:

- A knowledge of science
- Experience of laboratory work
- An understanding of safety issues and willing to be trained and lead on Health and Safety
- Good organisational skills
- The ability to show initiative and work independently
- Basic ICT capability
- Some understanding of resource management
- Ability to work collaboratively
- Ability to work under pressure
- Commitment to equal opportunities

### **All Trust employees are also expected to:**

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of pupils at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Contribute to the overall ethos and aims of the school.
- To adopt a professional attitude at all times.
- Establish productive relationships with pupils, acting as a role model and setting high expectations in encouraging pupils to be polite and respectful.
- Be aware and comply with all policies, particularly those relating to Safeguarding, Health and Safety, Confidentiality and Data protection.
- Attend meetings as required.
- Undertake any tasks as reasonably directed by the Headteacher, Senior Science Technician or designated person.



Web: [www.kentshillpark.school](http://www.kentshillpark.school) Email: [office@kentshillpark.school](mailto:office@kentshillpark.school) Telephone: 01908 533290

Kents Hill Park School is part of the Kingsbridge Educational Trust is a charitable company limited by guarantee and registered in England and Wales with company number 09144847. The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ. Kents Hill Park School is committed to safeguarding children.

## Conditions of Service:

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust or one of its schools must be reported to the Headteacher of your current school.

Kingsbridge Educational Trust are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the Trust/School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times. **All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Services (DBS) check.**



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